

**ARIZONA GRAIN RESEARCH AND PROMOTION
COUNCIL**

1688 West Adams Street
Phoenix, Arizona 85007
(602) 542-3262

NOTICE OF AVAILABILITY OF FUNDS

RESEARCH GRANT PROGRAM MANUAL AND APPLICATION

JULY 25, 2005

Dear Research Grant Applicant:

The Arizona Grain Research and Promotion Council (AGRPC) is pleased to present the 2005 Research Grant Application Manual. These grant monies will be available to successful applicants in September 2005. This manual contains general program information, application guidelines, criteria, and application requirements.

All forms necessary to complete an application are available in this manual and may be reproduced.

Please contact Lisa Pendrick if you have any questions.

Lisa Pendrick
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Phoenix, AZ 85007
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INTRODUCTION

AGRPC GRANT PROGRAM

The Arizona Grain Research and Promotion Council utilizes grower check-off funds to participate in research.

The AGRPC grant program is established to assist Arizona grain producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona grain producers through the AGRPC.

FUNDING SOURCE

Funds for the AGRPC grants are available by per ton assessments collected from the first purchasers of barley or wheat produced for use as food, feed, seed or any industrial or commercial use, as well as other monies in the AGRPC fund.

For this grant cycle, \$35,000.00 is available for the AGRPC grants. AGRPC may award multiple grants from these funds contingent upon the availability of funds at the time of award.

DEADLINES

AGRPC must receive completed applications no later than **3:00 p.m. on Monday, August 29, 2005**. *This is not a postmark deadline. Applications must be received by the grant deadline date and time.* Late applications received by the AGRPC shall be returned without review. Applications will be publicly opened and stamped received on this date.

Applications must be delivered to:

Lisa Pendrick, Council Administrator
AGRPC Grant Applications
Arizona Department of Agriculture
1688 W. Adams St.
Phoenix, AZ 85007

An entity may submit more than one proposal but only if the applications are for completely different projects.

GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws, and the terms of the grant contract signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §41-621 and §35-154, the applicant shall indemnify, save and hold harmless the AGRPC, the State of Arizona, its agents, departments, officers, advisory council members, contractors and employees from all claims, losses, damages, liabilities, expenses, costs and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

RECORDS REQUIREMENT COMPLIANCE

Under A.R.S. §35-214 and §35-215, the awardee shall retain all data and other records relating to the acquisition and performance of the agreement for a period of five years after the completion of the agreement. All records shall be subject to inspection and audit by the state personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS**ELIGIBLE APPLICANTS AND PROPOSED PROJECTS**

Any individual, firm, association, partnership, trust or corporation may apply for funds by completing the grant application in this manual.

According to A.R.S. §3-584(C)(5), the AGRPC may authorize monies for participation in research projects and programs to assist in the following:

1. Reduction of fresh water consumption;
2. Development of new grain varieties;
3. Improvement of production and handling methods;
4. Research and design of new or improved harvesting and handling equipment;
5. Any other program or project that the AGRPC deems to be appropriate for the purposes of A.R.S § 3-581 et seq. and provides education, publicity or other assistance to facilitate further development of the Arizona grain industry;

The AGRPC encourages collaboration by entities for community partnerships, if appropriate.

During the grant evaluation process, the AGRPC may schedule applicant presentations. The Council may schedule time for each applicant to orally present their proposal at a meeting to be held in September of 2005. Presentations are voluntary, but the Council members may have questions of the applicant that can be addressed at that time. The Council Administrator will

directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

AGRPC members may discuss grant applications or proposed projects with applicants, grain producers, members of the public or any other person as long as the discussion does not violate open meeting laws in accordance with ARS 38-431 et seq. Public comment on the grant applications may be received by the AGRPC at the public meeting. The approved minutes of the meeting shall serve as a written record of the decision on each application.

APPLICATION INSTRUCTIONS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual, to be considered eligible for grants. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- Include a completed and signed Application Form and completed Proposed Project Description.
- Include an itemized proposed project budget with all direct costs of the proposed project. The budget for the proposed project shall not include overhead expenses.
- The applicant must submit ONE (1) complete original application and ten (10) additional copies. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**

CRITERIA

The following criteria may be used by the AGRPC for evaluating grant applications and awarding the AGRPC funds.

1. The completion and sufficiency of prior research projects by the applicant.
2. The extent to which the proposed project identifies solutions to production issues currently facing the Arizona grain industry.
3. The extent to which the proposed project addresses future threats facing the grain industry.
4. The appropriateness of the budget request in obtaining the project objectives.
5. The appropriateness of the proposal time frame to the stated project objectives.
6. The qualifications of the applicant.

DISAGREEMENT PROCESS

The AGRPC reserves the right to reject any application due to ineligibility or requirements not met as stated in this grant manual.

An applicant may request the AGRPC reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The AGRPC may grant a reconsideration of the applicant's application. The AGRPC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

REPORTING & ACCOUNTING

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona grain producers through the AGRPC.

Awardees shall provide at least one progress report during the grant period (due date should be established in Part IV of the proposal) as well as a final report at the end of the grant period. These reports must be prefaced by an abstract and layman's summary.

TIMELINE AND PAYMENT

All eligible applications will be reviewed and successful applications will be chosen on the merits of the proposed project as put forth in the official application and as they relate to the published criteria. All applicants will be notified in writing of the evaluation committee's decision to fund, modify or reject the proposed project within ten business days of the decision by the AGRPC. Written notification shall be accomplished by either the US Postal Service, commercial delivery, electronic mail or facsimile.

Prior to beginning work on proposed projects or receiving funding, successful applicants will be required to sign a grant award agreement with the AGRPC indicating their intention to complete the proposed tasks and authorizing the AGRPC to monitor the progress of the proposed project. Payment of funds to the applicant will be made in two payments. 50% of the award will be paid upon execution of the agreement and receipt of an invoice, and 50% upon completion and submission of the final report and receipt of an invoice.

APPLICATION
AGRPC Grant Program

INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED

Company/Organization Name:_____

Contact Name/Title: _____

Mailing Address:_____

City:_____ **State:**_____ **Zip:**_____

Phone: (_____) _____ **Fax:** (_____) _____

Email Address:_____

Project Title: _____

Funding Amount Requested: _____

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Authorized
Signature:** _____

Title: _____

Print Name: _____

Date: _____

PROPOSED PROJECT DESCRIPTION

Part I. In detail, please identify your proposed project and personnel. This should include: the project title, the principal investigator(s), cooperating investigators, and the expected location(s) where the project will be undertaken.

Part II. In detail, please explain the rationale behind your proposed project. Explain the significance, need, and benefit to the industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

Part III. How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

Part IV. Please explain and include a timeline for your expected work product, with a brief synopsis of any and all work and procedures planned during the grant period. Also, please provide a timeline for reporting on the project, including at least one progress report during the grant period.

Part V. Please include an itemized budget of how grant funds will be spent. It is suggested that you use the “Suggested Budget Format” included in this manual.

**ARIZONA GRAIN RESEARCH AND PROMOTION COUNCIL
SUGGESTED BUDGET FORMAT**

A. SALARIES	Amount Requested from AGRPC (Individual Amounts)	<u>Totals</u>
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits ¹	_____	_____
Subtotal	_____	_____
 B. SUPPLIES AND EXPENSES		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 C. TOTAL		=====
 Net Request		_____

¹ These are specific percentages, depending on employees' category. Consult department administrative assistant or business office.

DEFINITIONS AND ABBREVIATIONS

“AGRPC” means the Arizona Grain Research and Promotion Council.

“Applicant” includes an individual, firm, association, partnership, trust or corporation who applies for a grant under this article.

“Grant” means an award of financial support to an applicant for research in accordance with A.R.S. § 3-584 (C)(5).

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of the applicant and the person who becomes responsible for the execution of the proposed project responsibilities.

“Awardee” means a successful applicant who has been awarded grant funds for research on a specific project.

“Grant award agreement” means a document advising the applicant of the amount of money to be awarded following receipt by the AGRPC of a signed acceptance by the applicant.

CHECKLIST

- ☐ **Signed and completed application form**
- ☐ **Completed project proposal description (Parts I –V)**
- ☐ **Detailed project budget proposal**
- ☐ **One original copy of the application and ten (10) copies.**